

# ARIZONA STATE BOARD OF MASSAGE THERAPY

## IMPORTANT RENEWAL INFORMATION

Please read carefully. This is a preview for renewals. Go the directory to check on your expiration date. Renewals will be sent to your mailing address 60 days prior to your expiration date. Make sure your address stays current ([address change form](#)). Your renewal is due back in our office by or before your birthday (expiration date noted on the renewal form). If it is postmarked after your birthday, it is considered late and a late fee of \$40.00 is due. All fees are NON-REFUNDABLE.

**Renewals must be mailed complete.** This means you must enclose the following:

1. **A Money Order or Cashier Check ONLY** in the amount of **\$75.00** made out to the “AZ Board of Massage Therapy”. **(NO personal checks accepted)**
2. Your completed renewal application form. (make sure you sign the form).
3. **Proof of citizenship Refer to the A and B list on the homepage for acceptable documents**
4. Attach with **scotch tape only** an original passport photograph (2x2) taken within the past 60 days.

### CONTINUING EDUCATION:

You are required to complete a minimum of 25 hours of continuing education in order to renew your license. Only **12 hours** of distance/correspondence learning is acceptable. The other 13 must be workshop, seminar, lecture, conference, class or instruction related to massage. The Arizona Board does not pre-approve CE's. It is your responsibility to make sure that a course is offered by an “Approved Provider”, **(R4-15-302)** There will never be a published list of courses. You need to find a course that you would like to take and make sure the course is from an approved provider

## FAQ

**Q. I didn't know that I needed 25 hours of CE.**

A. When your license was first issued, a letter was included letting you know that CE's were mandatory for each renewal.

**Q. I am done with my CE. Can I send in copies before my renewal date?**

A. No. You will need to be in compliance with the R4-15-303 and maintain the CE documents in your possession for safekeeping. Upon request by the Board you agree to submit the CE documents(s) to the Board for review

**Q. What if I never receive my renewal form?**

A. Contact us immediately so a renewal form can be resent. Keep your address current with us.

**Q. What dates are my 25 hours of CE accepted from?**

A. We accept 25 hours of CE's starting from ISSUE date to renewal date only.

**Q. If I have more than 25 hours of CE, can I use them for my next renewal?**

A. No, CE's CANNOT be carried over to the next license period.

**Q. I have not done my CE and my renewal is coming up. Can I have an extension?**

A. The Board does not grant waivers or extensions.

**Q. What if I turn my renewal form in the day before it expires. Can I still work? Is there a grace period?**

A. If your application is complete, you will be considered legal to work but there will be no confirmation of that available to you or law enforcement until the application is processed. There is no grace period allowed by law. Allow 4 weeks to process.

**Q. My address on the website is not my home address. Why is that?**

A. When you first applied with us you may have used 2 addresses, a home address and a business address. When you do a change of address, you need to be aware of the addresses you have used.

### **ARTICLE 3. CONTINUING EDUCATION**

#### **R4-15-301. Required Continuing Education Hours**

- A. During the two-year period immediately preceding license expiration, a licensee applying for a renewal license shall have completed 25 hours or more of continuing education.
- B. A licensee may complete a maximum of 12 continuing education hours from a correspondence or distance learning format.

#### **R4-15-302. Approval of Continuing Education**

The following continuing education is approved by the Board:

1. Continuing education taught by associations, corporations, or organizations:
  - a. accredited by the National Commission for Certifying Agencies , or an equivalent organization.
  - b. authorized as a provider by the National Certification Board for Therapeutic Massage and Bodywork.
2. Continuing education sponsored by a massage therapy school or bodywork therapy school that is:
  - a. Affiliated with a community college located in the state of Arizona, or
  - b. Approved by the Arizona State Board for Private Postsecondary Education;
3. Continuing education offered by a regionally accredited post-secondary institution in a state other than Arizona; or
4. Continuing education offered by an institution approved by a post secondary educational entity in a state other than Arizona.

#### **R4-15-303. Documentation of Completion of Continuing Education**

When renewing a license, a licensee shall submit with a renewal application documentation of completion of 25 hours of continuing education that includes:

1. The name of the licensee.
2. The title of the continuing education.
3. The subject matter of the continuing education.
4. The date of the continuing education.
5. The hours completed.
6. The location where the continuing education took place.
7. The name of the instructor providing the continuing education, and
8. Signature of the licensee.

**Failure to Renew – If you do not renew your license it will EXPIRE. It is a class 1 Misdemeanor to work without the required state license. It is unlawful for you to practice massage therapy in the State of Arizona without the required license.**

#### **A. R. S. §32-4226. Renewal of an expired license; reinstatement of a lapsed license**

A. The board may renew an expired license on payment of a renewal fee and a delinquency fee and on proof that the applicant continues to meet all requirements for continuing competency and continuing education established by the board.

B. The board may reinstate a lapsed license on payment of a renewal fee and a reinstatement fee and on proof that the applicant continues to meet all requirements for continuing competency and continuing education established by the board.

C. If a person's license has lapsed for more than three consecutive years, that person shall reapply for a license and pay all applicable fees. The person shall also demonstrate to the board's satisfaction competency in the practice of massage therapy or shall serve an internship under a restricted license or take remedial courses as determined by the board, or both, at the board's discretion. The board may also require the applicant to take an examination.